



City of Torrance, Community Services Department
Picnic Permit Request

Application for Use of Designated Picnic Areas & Facilities

PLEASE COMPLETE AND RETURN ALL FOUR COPIES TO:

City Of Torrance
Community Services Department/Facility Booking
3031 Torrance Boulevard, Torrance, CA 90503
Phone (310) 618-5982 Fax (310) 781-7598

NOTE TO APPLICANT: Please type or print firmly using a ball point pen. Any person applying for the use of City property on behalf of any society, group or organization must present satisfactory credentials, to the Community Services Department representative in charge of permits, prior to the filing of such applications.

Date of Application: _____

1.

Name of Representative: _____

Hm. Phone: _____

Wk. Phone: _____

Address: _____

City: _____

Zip Code: _____
2.

Name of Organization: _____

Phone: _____

Address: _____

City: _____

Zip Code: _____
3.

Name of Alternative Representative: _____

Phone: _____

Please Note:

NO ALCOHOLIC BEVERAGES OF ANY TYPE ARE ALLOWED
AT ANY OF THE CITY PARKS OR PARK FACILITIES PER MUNICIPAL CODE 49.2.6.

4.

Name of Park: _____

☐ Picnic Tables

☐ Stage or amphitheater

☐ Astro-jump

All groups of 100 or more must supply proof of liability insurance in the amount of one million dollars with the City of Torrance named as additionally insured.
5.

Date Requested: _____

Day of Week: _____
6.

Starting Time: _____ A.M./P.M.

Ending Time: _____ A.M./P.M.

Total Number of Hours: _____
7.

Type of Activity: _____

Do you request the use of amplified sound (Permitted only with the rental of Gazebo at Wilson Park or Bandshell at Torrance Park.) ☐ Yes ☐ No

Starting Time: _____ A.M./P.M.

Ending Time: _____ A.M./P.M.

If amplified sound is requested, the applicant must obtain the proper sound permits no less than 30 DAYS prior to event per Municipal Codes 46.1.1.; 46.1.2; 46.1.3.
8.

Is electric power requested? ☐ Yes ☐ No

If yes, please name items(s) for which power is needed: _____
9.

Do you request the use of a ball field? ☐ Yes ☐ No
10.

Do you request the use of any handicapped accessible picnic tables? ☐ Yes ☐ No

If yes, how many? _____
11.

Estimated Attendance: _____
12.

GROUP IS RESPONSIBLE FOR SET-UP AND CLEAN-UP; failure to do so may result in PARTIAL/FULL loss of deposit.

Please initial here: _____
13.

I understand and will comply with the rules and regulations listed on the reverse side of this form.

Please initial here: _____
14.

Signature of Person Requesting Reservation: _____

| FOR OFFICE USE ONLY | | |
|----------------------|---|--|
| FEES | | OTHER |
| Picnic Fee | \$ _____ | Date Paid: _____ |
| Refundable Deposit | \$ _____ | Check #: _____ |
| Insurance Fee | \$ _____ | Receipt #: _____ |
| Concession Stand | \$ _____ | |
| Electrical Fee | \$ _____ | |
| Staff Fees | \$ _____ | |
| Grills, BBQs, Stages | \$ _____ | |
| Other _____ | \$ _____ | |
| Total Fee | \$ _____ | Refund Process Started |
| | Fee Rate: | Date: _____ |
| | <input type="checkbox"/> Standard <input type="checkbox"/> Non-Profit <input type="checkbox"/> Waiver | <input type="checkbox"/> Refund Denied: See Attached |

The above application ☐ IS ☐ IS NOT granted.

Gene Barnett, Community Services Director

By: _____ Date _____

MC:cp:890
(Rev 10/05)

Rules & Regulations For Facility Reservations

GENERAL POLICY

Facility use agreements are issued in accordance with the policies established by the City Council and the Parks and Recreation Commission. All reservation forms must be completed and signed and all fees and deposits paid before reservation requests can be considered for approval.

GENERAL INFORMATION

Permits may be revoked if there is a conflict with Department use. The Department will attempt to give timely notice of such a conflict. Permits may be revoked and/or denied in the future if there is any abuse to City buildings, facilities, or equipment, or if there is any violation of the Torrance Municipal Code. If it is necessary for the applicant to cancel a reservation, notify the Community Services Department a minimum of 48 hours prior to the reservation date. Twenty percent (20%) of the reservation fee will be retained on all cancellations initiated by the user. City personnel are entitled to enter any facility at any time.

PROHIBITED IN OR ON PARK FACILITIES ARE:

1. Consumption of alcoholic beverages (TMC 49.2.6).
2. Use of tacks, nails, screws, etc.
3. Model airplanes, cars, and boats.
4. Golf.
5. Overnight camping (TMC 41.1.5).
6. Dogs without leashes (TMC 61.6.31).
7. Fireworks.

PROHIBITED UNLESS A SPECIFIC PERMIT HAS BEEN GRANTED BY THE DIRECTOR:

1. Youth group overnight camping.
2. Advertisements, petitions, or solicitations.
3. Electric-amplifying equipment or other sound-amplifying equipment.
4. Parking and driving of cars on park grounds other than parking lots.

AS A CONDITION OF THIS RESERVATION, ALL INDIVIDUALS AND GROUPS AGREE TO:

- Be responsible for care and protection of equipment and property, leaving them in a clean, undamaged condition. The applicant agrees to reimburse the Department for any equipment or supplies damaged or lost.
- Be responsible for the behavior of all group members.
- Provide one (1) responsible adult for each ten (10) children as supervision for any activity involving minors.
- Use the facilities at their own risk and not hold the City of Torrance responsible in the event of loss, damage or injury.
- Observe all Department rules and regulations in addition to those listed on this permit.
- Vacate the facility at the close of the reservation period.